

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: May-04

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase II					
(1)T/C w/Bonnie Preas	Blacksburg			0.25	Re: CAD/Map Contract
(1)T/C w/Ann Marie Newton	Blacksburg			1	Re: Timelines for Installation
(3)Phase I Service Request Letters	Blacksburg			1.75	Sign/Mail/PSAP forms
(4)Follow up re: FY 2004 4th quarter payment	Blacksburg			0.25	Verify payment for True-up
(8)Correspondence w/ Intrado/Nextel	Blacksburg			2	Re: logging Tower/sector info
(10)T/C w/Lt. Bradbury	Blacksburg			0.25	Status of Data Conversion
(10)Update Gantt Chart	Blacksburg			1	With most current updates/changes
(10)T/C Correspondence w/ Jeff Dubiel	Blacksburg			0.75	Re: TCS PSAP form
(10)T/Cs w/Stakeholders	Blacksburg			11.25	Validation of tower address/routing
(10)On-site visit	Blacksburg			1.5	Re: delays in contract completion
(11)T/C w/Lt. Bradbery	Blacksburg			0.5	Re: Vacation schedule
(13)Dispatcher re-bid training	Blacksburg			1.75	Training completed
(1)T/Cs w/Stakeholders	Christiansburg			3	Status of mapping contract
(1)T/C w/Chris Knights	Christiansburg			0.75	Re: Installation/timelines
(1)T/C w/USS re: Clarification	Christiansburg			0.75	Re: Invoice of consult files
(4)Follow up re: FY 2004 4th quarter payment	Christiansburg			1	Verify payment for True-up/FY04 funding info
(7)T/C w/Martha Cox	Christiansburg			0.5	Re: USS CAD upgrade
(10)T/Cs w/Martha Cox	Christiansburg			1	Re: Billing info for 911 wireless increase
(10)Update Gantt Chart	Christiansburg			0.5	With most current updates/changes
(11)T/C w/Martha Cox	Christiansburg			0.25	Scheduling of Regional Meeting
(1)T/C w/Lt. Chandler	Montgomery			0.25	Re: Delivery of Mapping equipment
(1)T/Cs Correspondence On-site	Montgomery			14.75	Mapping Installation progress/Cutover
(1)T/C w/Faye Duncan	Montgomery			0.25	Re: Mapping Installation/equip. usage
(1)T/Cs Correspondence w/Bob Pearsall	Montgomery			1.25	Re: Boundary maps/tower info
(4)On-site w/Lt. Chandler/Sgt. Brown	Montgomery			0.5	Re: Funding questions/True-up
(8)T/Cs Correspondence w/Stakeholders	Montgomery			0.25	Re: Tower/Sector information/log info
(10)T/C w/Faye	Montgomery			0.5	Re: Double call screen issues
(10)T/C w/Ruzanna - TCS	Montgomery			0.5	Receipt of Phase II request letters

(10)T/Cs w/Linda/Bob Pearsall	Montgomery			5.75	Re: Tower/Sector information/Routing issues
(10)T/C w/Haxall Ward	Montgomery			0.5	Re: ITC Delta Com
(10)T/C w/Janet Mellenthin - USCC	Montgomery			0.5	Re: Tower numbering
(10)Review/Complete TCS Phase II forms	Montgomery			1.75	Relay information to Lt. Chandler
(10)T/Cs Correspondence w/Stakeholders	Montgomery			5.75	Re: Cut over delays/Timeline adjustment
(10)T/Cs Correspondence w/Stakeholders	Montgomery			4.75	Re: Coordinate Strom damage/control
(10)Update Gantt Chart	Montgomery			0.5	With most current updates/changes
(10)T/Cs w/Lt. Chandler	Montgomery			0.75	Re: Funding/Ordering of new Dictaphone
(13)T/Cs w/Angie/Haxall	Montgomery			0.75	Re: Verizon charges for re-bid
(13)T/C w/Lt. Chandler/Jeff Dubiel	Montgomery			1.25	Re: Training for Mapping system/Re-bid
(13)On-site w/ Lt. Chandler/Trolley	Montgomery			0.5	Re: Atlanta Training
(1)T/Cs w/Stakeholders	Pulaski			2	Status of mapping contract
(4)Follow up re: FY 2004 4th quarter payment	Pulaski			0.5	Verify payment for True-up
(8)T/Cs Correspondence w/Stakeholders	Pulaski			6	Re: Tower/Sector information/log info
(10)T/Cs Correspondence w/WSPs	Pulaski			4.75	Re: Tower locations/site info
(10)T/C re: RMS Grant	Pulaski			0.5	Impact on Phase II project
(10)On-site w/County Administration	Pulaski			2	Phase II schedule/implementation
(10)Document equipment failure	Pulaski			0.5	CAD monitor failure in ECC
(10)T/C Correspondence w/Mark Surber	Pulaski			1	Scheduling of On-site Visit
(10)Update Gantt Chart	Pulaski			0.5	With most current updates/changes
(13)T/C w/Lt. Surber/Bobby Lorton	Pulaski			0.5	Re: Manual Re-bid training
(1)Correspondence w/Kelly Curd	Radford			0.25	Re: Mapping RFP
(3)Phase II service request letters	Radford			0.5	Sign/Mail
(10)T/C Correspondence w/Commander. Shamody	Radford			1	F/U re: Wireless project
(10)T/Cs On-site w/Commander. Shomody	Radford			2	Re: InterAct Demo
(10)Update Gantt Chart	Radford			0.5	With most current updates/changes
(10)T/C w/Sojka	Radford			0.5	Re: TSP registration process
(11)T/C Correspondence On-site w/Commander. Shamody	Radford			1.5	Re: Mapping RFP progress
(13)Dispatcher re-bid training	Radford			0.75	Prepare/Schedule
(1)Update Mapping Matrix	Region			2.5	With the most current info
(1)T/C w/Pat Vaughan	Region			0.25	Regional status
(1)Coordinate RFP Information/responses	Region			1	For all PSAPs
(3)Phase II service request letters	Region			1.5	Sign/Mail
(10)Coordination Meeting - T/Cs E/Ms w/Stakeholders	Region			1	Re: Resolving delays
(10)Update Quick Reference Report	Region			6.75	With most current updates/changes
(10)T/Cs Correspondence w/WSPs	Region			6.5	Re: Phase II procedures/updates/scheduling
(10)Weekly Contact Calls	Region			4.25	Prepare/Conduct/Follow up
(10)Coordinate information	Region			1.75	Re: Phase II testing procedures
(10)Training Notes/Procedures	Region			0.5	Check lists/Survey forms for WSPs

(10)Update tower location information database	Region			27.75	Re: Evaluation/Routing decisions
(10)T/Cs Correspondence w/WSPs	Region			18	Request Update on tower info
(10)Update WSPs/Vendor Contact Sheet	Region			4.5	With most current updates/changes
(10)Tasking Planning meeting	Region			2	Status/updates/tasking
(10)Review and Update Tasking	Region			2	Phase II for Region
(10)Review/Edit/Update NRV tower info	Region			19	In Preparation of Phase II
(10)Correspondence w/PSAPs	Region			1	Request missing tower info
(10)Correspondence re: Gantt Charts	Region			0.25	Opening/Reviewing program
(10)Correspondence re: DCJS	Region			0.25	Re: Regional records grant
(10)T/C Correspondence	Region			1.75	New Towers/Routing issues/info
(10)T/C Correspondence re: Phase II	Region			0.25	WSPs testing procedures
(10)Update Phase II testing Schedule	Region			0.25	With most current updates/changes
(10)Draft Correspondence	Region			2	Extension request due to mapping delays
(10)Training for Dispatchers	Region			1	Procedures for TCS/Ntelos
(10)Status Report	Region			10	Re: implementation for PSAPs
(10)Update WSP Phase II	Region			0.25	Testing Procedures
(11)T/C Correspondence w/Candice Fox	Region			0.25	Re: Verizon Conference
(11)Update On-site schedule	Region			2	Re: Current appointments
(11)Monthly Newsletter	Region			5	Create/Format/Mail
(11)New River Valley Regional Meeting	Region			16.75	Prepare/Notify/Conduct/Follow up
(12)Update Wireless Board Summaries	Region			0.75	With the most current information
(12)CMRS Reports	Region			4	Review/Highlight/Correct
(12)Reviewed VA911.org	Region			0.25	Re: Info/New Updates/Minutes
(12)Reviewed nena.org	Region			0.5	Re: Info/New Updates
(12)Daily and Monthly Activity reports	Region			13.75	Enter information/calculate hours/review
(12)Prepare for meeting w/Steve Marzolf	Region			2	Regional status
(13)Prepared training material	Region			5	Packets for PSAPs
(13)Phase II testing procedures	Region			4.5	Review/Highlight/Correct

Completed Tasks

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Issues of Importance

Issue	Actions Proposed to Resolve Issue	Comments